



CPSY Speaker Policy

This policy outlines the expectations, responsibilities, and standards for all invited speakers participating in events hosted by Community Pharmacy South Yorkshire.¹ The goal is to ensure that all presentations and discussions align with our Code of Conduct principles and the expectations of our audience, while promoting a respectful and inclusive environment.

1. Speaker Selection Criteria

Speakers will be selected based on the following:

- Expertise in the relevant topic or field.
- Alignment with the theme or goals of the event.
- Ability to contribute diverse perspectives and foster constructive dialogue.
- Commitment to promoting inclusive, respectful, and evidence-based discourse.

2. Speaker Responsibilities

By accepting an invitation to speak, the speaker agrees to:

- **Preparation of materials:** Ensure that their presentation is thoroughly researched, well-prepared, and relevant to the event's theme.
- **Adherence to Time:** Respect time limits and follow the event's schedule to ensure smooth transitions between speakers.

¹ For joint events, and/or in the absence of any other organisational policy, speakers are expected to adhere to this policy.

- **Professionalism:** Maintain a professional tone, avoid defamatory, obscene, or offensive language, and ensure that all content shared is accurate and ethical.
- **Respectful Engagement:** Treat all attendees, other speakers, and event organizers with respect. Differences of opinion should be expressed in a civil and constructive manner.
- **Inclusivity:** Strive to be inclusive in language and presentation. Avoid discriminatory comments or content related to race, gender, sexuality, religion, disability, or any other protected characteristic.

3. Event Preparation

To ensure the event runs smoothly and aligns with our standards, speakers are required to adhere to the following preparation guidelines:

- **Submission of Materials:** Speakers must submit their presentation for review to event organisers at least one week prior to the event for approval. Any last-minute changes or additions may not be accepted close to the event.
- **Run-Through Participation:** Speakers are required to participate in a run-through of their presentation, either in person or via Teams, one week prior to the event.
- **Arrival Time:** On the day of the event, speakers must arrive at the venue at least 30 minutes before guests are expected to arrive to allow time for final preparations.
- **Contact Information:** A contact number must be provided by the speaker for use on the day of the event to ensure clear communication.
- **Technology & Equipment Needs:** If speakers require any specific technology or equipment, they must notify event organisers at least two weeks prior to the event to allow enough time for arrangements to be made.

4. Content Guidelines

- **Intellectual Property:** Speakers must ensure that all materials (slides, videos, images, etc.) are either their own intellectual property or are used with appropriate permission and attribution.

- **Controversial or Sensitive Topics:** If discussing potentially sensitive or controversial topics, speakers must approach them thoughtfully and with a focus on evidence-based information. Misleading information or conspiracy theories will not be tolerated.
- **Promotional Content:** Presentations should not be primarily commercial in nature. Self-promotion should be kept to a minimum, with the primary focus being on delivering value to the audience.
- **Presentation Delivery:** Once approved by the event organiser, the speaker must not deviate from the presentation content and associated narrative.

5. Code of Conduct

Speakers are expected to ensure that their personal behaviour aligns with the Values and Behaviours outlined in the [CPSY Code of Conduct](#), which will be supplied in full.

Key principles include:

- **Respectful:** Be present, engaged, and value diverse perspectives.
- **Collaborative:** Contribute time and knowledge, working together toward common goals.
- **Honest and Open:** Provide evidence-based opinions and communicate transparently.
- **Integrity:** Act with integrity, respect confidentiality, and declare relevant interests.
- **Tenacious:** Remain resilient, focused on achieving the best outcomes.

Speakers are required to uphold these values throughout the event.

6. Cancellation and Withdrawal

- **Speaker Cancellation:** If a speaker is unable to attend the event for any reason, they must inform the event organisers as soon as possible to facilitate a replacement or adjust the schedule accordingly.

- **Organiser Rights:** The event organisers reserve the right to withdraw a speaker's invitation if they fail to meet the standards outlined in this policy or if there are concerns about the content of the presentation or conduct of the speaker.

7. Media and Recording

By participating, speakers consent to:

- The event being recorded (audio and/or video) and/or live-streamed unless otherwise agreed in advance.
- Having their photo taken during the event, with these photos and videos being used by CPSY to advertise or promote the event and future activities.
- Their presentations being shared on social media platforms or used in post-event materials, with proper attribution.

8. Speaker Fees

- The speaker fee will be agreed with the speaker prior to confirming their participation in the event.
- Fees will be paid within 28 days of the event, upon submission of a valid claim.
- CPSY reserves the discretion to withhold payment if the speaker fails to adhere to this policy.

9. Post-Event Follow-Up

Speakers may be asked to engage with the event's attendees after the event, including participating in Q&A sessions, follow-up discussions, or feedback exchanges.



10. Breach of Policy

Any speaker found to be in violation of this policy may face consequences including removal from the event, revocation of speaker privileges for future events, or further actions as deemed necessary by the organisers.

11. Contact Information

For any questions or concerns regarding this policy or specific speaker engagements, please contact Info@cpsy.org.uk

Acknowledgment and Agreement

By signing below, I acknowledge that I have read, understood, and agree to adhere to the terms and conditions outlined in the Speaker Policy for the event titled [Event Name], which is scheduled for [Event Date], hosted by Community Pharmacy South Yorkshire.

Signed:

Print Name:

Date: